

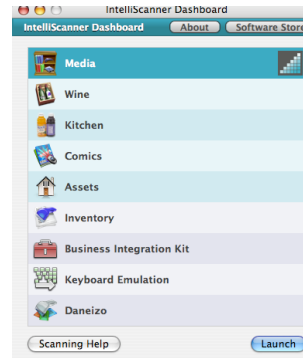
Bookroom Check In and Out Directions

TO Open The System: You be logged in as a teacher!



1. Double Click the Intelliscanner Dashboard Icon

2. The dash board open and click on the media icon and it will populate the bookroom collection.



TO Search the Collection

Search by Level or Category

The column on the left side of the screen will has folders by DRA level and by tub collections. Click a folder and it will populate the books in alphabetical order.

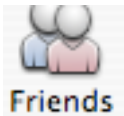
OR

Search by Title

In the top right corner there is a magnifying glass icon. Click the icon and type in the title and hit search. the book will populate the screen if it is in our collection.

TO Check Books Out

1. Highlight the book you wish to check out. At the bottom of the screen the book will appear. It will tell you the basket location(which is the DRA level), the number of copies and sometimes contain a summary.
- 2.If the book is available the circle will be green. If it is not available the circle will be orange.
- 3.To check out the book go to the Friends Icon at the top of the page and click it.
- 4.A box will open. Find the word status and use the pull down menu to **change it from available to lent out**. Type in your **first and last name**. Change the Due Date to **1 month later** and click OK.
5. Go Grab your books.

A screenshot of the 'Friends' dialog box for the book 'Ben's Tooth'. It contains fields for Status (set to 'Lent Out'), Friend (Angie Ullum), Checked Out date (9/2/10), and Due Date (10/2/10). There are buttons for 'E-Mail', 'Cancel', and 'OK'.

TO Check Books In:

1. Count your book to make sure you have all of the copies.
2. Place them in the **BlueTub** - marked book returns on the counter in the bookroom. A volunteer will be checking books in and helping monitor use.

Friendly Reminders:

1. Take an entire bag!
2. Do not check out more than **5 bags** at a time.
3. Try not to keep books longer than a month.
4. Do not mix them into your class libraries.
5. Make student replace them if they loose them.